

# IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼

## HUMAN RESOURCES ENTERPRISE

# TRANSPORTATION AIDE

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### DEFINITION

Performs entry-level transportation design/survey/inspection/ maintenance activities of limited scope.

***The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.***

### WORK EXAMPLES

Gathers raw data on traffic volume, vehicle classification and/or the use of motorcycle helmets and passenger restraints to provide information to develop statistical samples for transportation planning by visually observing traffic movement and conditions at pre-determined sites.

Gathers data on truck classifications, weight by axle, and origin and destination of commodities carried to provide information to develop statistical samples for transportation planning by recording responses of drivers at rest areas and vehicle enforcement weigh stations.

Plots construction limits, existing right of way lines, and property lines on plan sheets to illustrate current and proposed boundaries by locating and connecting points using an engineer's scale, triangle, protractor, computer-aided drafting equipment, etc.

Calculates dimensions, volumes, areas, profile grades, layout and letter spacing, etc., to determine distances, elevations, bearings, and quantities required for project assignments, or to check calculations, using arithmetic, computer terminal, engineer's scale, calculator, etc.

Serves as on-the-job inspector for routine phases of construction projects to insure adherence to specifications by observing construction activities and identifying and recording the results of tests/measurements in an inspection log by checking grades and performing density and other standard tests.

Serves as a member on the survey party to collect engineering survey data by cutting and clearing brush, running tape in measuring distances, driving hubs, and performing other related work.

Assists in obtaining soil samples to provide materials for testing by operating the auger and wash bore drills, assembling and disassembling drilling equipment, performing general maintenance on equipment, and participating in surveying locations to determine sites for test borings.

Conducts simple inspections and tests of materials used in highway construction and maintenance to provide information on the adequacy of materials or products by collecting material samples at quarry sites or concrete plants and observing/recording test/inspection results.

Performs rest area maintenance activities to insure clean and sanitary conditions by hand mowing grass, collecting trash, debris, cleaning restrooms and replenishing supplies, unstopping sinks and toilets, and reporting other needed repairs.

Answers questions from the traveling public by providing information on road conditions, directions and related matters.

Participates in emergency signing activities to warn of roadwork in process by setting up traffic control devices and flagging oncoming traffic.

Assists in the painting of centerlines and curbs on the highway system to mark traffic lanes, passing zones, directional arrows, etc., using mechanical painting equipment.

Performs manual labor related to the maintenance/repair of roadways to fill and smooth depressions, level pavement expansions, or repair bridge decks and floors by correction of expansion joints, rockers and drain extensions, and the application of patches and delaminations.

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Designated positions perform duties related to snow and ice removal, which include: accessing the Roadway Weather Information System (RWIS), weather reports, and other related computers software applications to record and receive data and make decisions regarding times, temperatures, weather conditions, and material usage to operate snow and ice removal equipment such as, but not limited to single or tandem axle dump trucks that may be equipped with tailgate or hopper spreader, straight blades or V-plows, wing plows, and underside ice blades; includes preparing and spreading abrasives and de-icing chemicals on the roadway by using a loader for mixing abrasives and chemicals; may perform other maintenance duties as assigned.

#### **COMPETENCIES REQUIRED**

Knowledge of the methods, materials, tools and equipment used in buildings and grounds maintenance work.

Knowledge of the occupational hazards and safety precautions applicable to the work.

Ability to work outdoors in all types of weather conditions, day or night, in normal and emergency situations.

Ability to climb, kneel, crouch, crawl, stoop and twist and perform duties using appropriate tools and equipment within safety standards.

Ability to drive vehicles in a safe and conscientious manner.

Ability to read and write English.

Ability to understand, follow and provide verbal and written directions/instructions given in English.

Ability to operate computers and/or other electronic devices and use programs/applications to conduct Department of Transportation business.

Ability to communicate and record observations, test results, measurements, etc., to maintain simple records of daily or project activities.

Ability to perform mathematic calculations.

Ability to maintain effective working relationships with co-workers and supervisors.

Ability to properly use simple surveying and sampling equipment.

Designated positions will also require the:

- Knowledge of effects of weather on road surfaces.

- Knowledge of winter maintenance operations, such as anti-icing and de-icing principles.

- Ability to occasionally (1-33% of the time) lift /lower, carry and push/pull items weighing up to 75 pounds.

- Ability to walk over uneven ground.

- Ability to appropriately use anti-icing or de-icing materials.

- Ability to drive equipment with a manual transmission and clutch.

- Skill in use of Roadway Weather Information System (RWIS), weather reports and other related computer software applications.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing polite, quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

**EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Any experience or education of the character and scope evidenced by the knowledge, abilities, skills and personal characteristics for the class.

**NECESSARY SPECIAL REQUIREMENTS**

Designated positions must possess a valid Commercial Driver's License (CDL) Instruction Permit upon hire. Within 14 calendar days following appointment, a valid Class A or B [level determined by the appointing authority] Commercial Driver's License must be obtained and maintained with air brake and tanker endorsements in order to continue employment. Other endorsements may also be required.

If a CDL is not required, designated positions are required to have and maintain a minimum of a valid Class C Non-Commercial Operator's License.

In conjunction with Title 49 of the Code of Federal Regulations (parts 40 and 382), designated positions in this job class require a pre-employment drug screen and will require ongoing participation in the employer's random drug and alcohol testing program and will be subject to the regulations regarding the Federal drug and alcohol testing program.

**NOTES**

Employees in designated positions must be able to travel and may be required to stay away from home overnight during assignments.

Employees in designated positions must be able to work up to 16 consecutive hours.

Effective Date: 10/13 BR